

## CAMPUS TRANSPORTATION OPERATOR SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2967(2810)	Campus Transportation Operator	14	013	6 mo.	12/23/97
2968(2810)	Head Campus Transportation Operator	14	013	6 mo.	12/23/97

Promotional Line: 227

### Series Narrative

Employees in this series operate or supervise and schedule the operation of buses providing services to students, faculty, and staff.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Campus Transportation Operator** **2967(2810)**

Employees at this level operate buses to accommodate students, faculty, and staff. They work under general supervision from a designated supervisor

A Campus Transportation Operator typically--

1. operates buses for students, faculty, and staff
2. is responsible for the routine maintenance of buses and any equipment in them
3. performs work related to first echelon or emergency maintenance and repair when such difficulties occur on campus
4. keeps records of mileage and the consumption of fuel, oil, and antifreeze as directed
5. keeps aware of loading zones, campus road networks, and traffic problems
6. supervises students, other persons who may be allowed to ride the buses, and mechanics working on specific maintenance and repair tasks
7. exercises caution concerning the travel of persons with disabilities and reports any irregularities in the operation of the bus or campus facilities (such as inaccessible entrances) affecting the travel of riders
8. performs other related duties as assigned

#### **Level II: Head Campus Transportation Operator** **2968(2810)**

Employees at this level are responsible for the continuing scheduling, operation, and maintenance of buses and the supervision of bus operators, including work schedules. They work under general supervision from a designated supervisor.

A Head Campus Transportation Operator typically--

1. schedules and routes buses for transportation of students, faculty and staff
2. directs the supervision of drivers
3. directs follow-up of maintenance and repairs of buses and trouble-shooting
4. keeps records of mileage, trips, loads, and needs of buses
5. assists in keeping records on bus operations
6. performs safety and maintenance checks on buses and their component parts
7. is responsible for the location and storage of buses
8. is responsible for stockpiling of parts for continued operation of the buses
9. assists supervisor and acts for him/her during absences
10. operates buses as required
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Campus Transportation Operator**

**2967(2810)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of a valid driver license as required by the State of Illinois for the type of motor vehicle(s) to be operated by the incumbent
2. two years of experience driving buses and/or comparable heavy equipment that are normally operated on public streets and highways

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge necessary to drive heavy equipment (such as buses or other vehicles normally operated on public streets and highways)
2. knowledge of driver safety rules and regulations
3. basic knowledge of tools, their use, and simple mechanical adjustments of same
4. ability to drive buses on campus

5. ability to do minor preventive maintenance on buses

**Level II: Head Campus Transportation Operator****2968(2810)****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. possession of a valid driver license as required by the State of Illinois for the type of motor vehicle(s) to be operated by the incumbent
2. four years of experience driving buses and/or comparable heavy equipment that would normally be operated on public streets and highways

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. knowledge of bus operations, driving, scheduling, and preventive maintenance
2. knowledge of state and interstate laws governing the operation of motor vehicles
3. knowledge of driver safety procedures, rules, and regulations
4. ability to drive buses on campus
5. ability to diagnose minor mechanical difficulties in buses
6. supervisory ability
7. ability to plan, organize, and schedule the routing of buses in an efficient and effective manner